



## Business Services Authority

### Your NHS Jobs newsletter



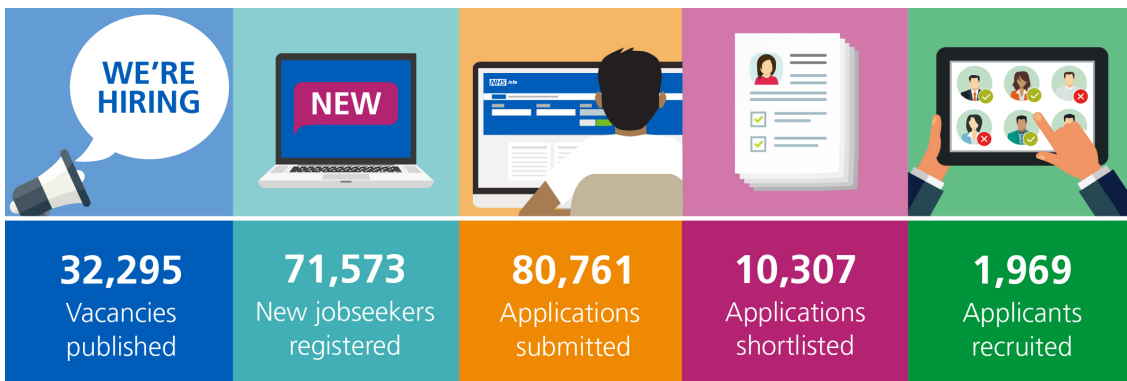
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [Stakeholder Engagement bi-monthly event](#)
- [Job alerts](#)
- [hurdle: the new NHS Jobs virtual classroom](#)
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## Did you know?

In January 2025 there were...



## **Stakeholder Engagement bi-monthly event**

Next month will see the second of our special guest speakers at the Stakeholder Engagement team's 2025 bi-monthly engagement sessions. Natasha Ward, NHS Business Services Authority Talent Acquisition Advisor, will be leading a presentation on best practice for recruiters and top tips for effective advert writing and candidate attraction.

The event will take place on Thursday 27 March, from 11am to 12pm. All are welcome to attend, and you can sign up now via [Eventbrite](#). If you have any queries, or the event is at maximum capacity and you would still like to attend, please contact [jon.lee@nhsbsa.nhs.uk](mailto:jon.lee@nhsbsa.nhs.uk).

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## **Job alerts**

Over the last 18 months, NHS Jobs has improved its architecture to increase stability, security and service performance. As a result of these improvements, we're pleased to tell you that on 14 January 2025 we re-activated job alerts in NHS Jobs.

Job alerts are emails that we send to you when a new job with criteria you select is posted to NHS Jobs.

To help applicants easily identify and create job alerts, we have added a new 'Create job alert' button to the top of the search results page.

# 67 jobs found for nurse within 5 miles of Newcastle Upon Tyne

## What?

For example, job title or skills

nurse

## Where?

For example, a postcode, town or city

Newcastle Upon Tyne

[More search options](#)

Search

## Refine your search

Sort by

[Create job alert](#)

+ [Distance](#)

+ [COVID-19](#)

### [Staff Nurse](#)

[Save this job](#)

Cumbria, Northumberland, Tyne and wear (CNTW)

NHS Foundation Trust

Newcastle Upon Tyne NE6 4QD

Salary: £29,970 to £36,483 a

Contract type: Permanent

## Benefits of job alerts

- helps the right candidates see the right jobs with ease
- makes recruitment more accessible for job seekers with different access needs
- reduces time and effort for job seekers
- improves job advert exposure for employers

## How to use job alerts

When you select 'Create job alert', the search criteria you have entered will be saved to your applicant account and you can choose to receive daily or weekly emails for your search. You will then receive emails when a new advert is published that matches your saved search criteria.

Search   Your saved jobs   **Your job alerts**   Your profile   Your applications

**BETA** Your [feedback](#) will help us to improve this service.

### Your job alerts

Job alerts	How often	What you can do
<a href="#">nurse within 20 miles of Sunderland</a>	Weekly	<a href="#">Change</a> or <a href="#">Remove</a>
<a href="#">nurse within 10 miles of Newcastle Upon Tyne</a>	Daily	<a href="#">Change</a> or <a href="#">Remove</a>

## [hurdle: the new NHS Jobs virtual classroom](#)

[hurdle](#) is the new NHS Jobs virtual classroom, designed to change how we train, learn and collaborate. Built with the learner in mind, it offers an engaging platform that goes beyond traditional online training. In the virtual classroom, the NHS Jobs training team lead the sessions, while the learners - employers wanting to expand their knowledge of the NHS Jobs system - actively participate.

Unlike conventional training, the NHS Jobs Virtual Classroom focuses on interaction, personalised support and collaboration. Whether learners are working alone or in groups, every session is flexible, tailored to different learning styles and aims to keep everyone engaged.

So, what will our new training sessions offer?

- interactive whiteboards - learners can contribute ideas in real-time, collaborating on group activities like icebreakers and brainstorming sessions
- engagement tools - emojis add a fun way for learners to share reactions, feedback and thoughts, helping them stay involved throughout the session
- live polls and instant feedback - polls let trainers check in on engagement and adjust content on the spot, ensuring that everyone stays on track
- content panel - learners have quick access to all session materials, like documents, videos and links, making the learning process smoother and more efficient
- personalised support - trainers can monitor individual progress and provide tailored help through 'back of the room' and 'over the shoulder' views. These features allow for proactive support and confidential one-on-one assistance
- hands-on practice - learners can practice real-world tasks using the NHS Jobs system, sharing their screens for instant feedback which helps build confidence in applying new skills
- interactive learning - sessions are designed to be conversations, not lectures, making the experience more enjoyable and effective for everyone

The NHS Jobs Virtual Classroom is still being refined, with a planned launch in April 2025. Stay tuned for more details as we finalise the platform and prepare to offer a new approach to learning.

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## [GP and Primary Care update event](#)

The next GP and Primary Care event will take place on Wednesday 12 March at 1pm. We will provide an update on the latest activity in NHS Jobs and the Training and Support Team will provide an update on their training resources.

To attend the event, please register via [Eventbrite](#). When you receive your tickets from Eventbrite, please select the 'View Links' button to access the Microsoft Teams link for this session.

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## [Primary Care user group](#)

Our next Primary Care user group is scheduled for Wednesday 19 March, from 1pm to 1.30pm. Invitations will be sent to those who have attended previously, or who have expressed an interest in attending. New participants are welcome to join and can request the Teams invite by emailing [rebecca.hassack@nhsbsa.nhs.uk](mailto:rebecca.hassack@nhsbsa.nhs.uk).

The user group is held quarterly and is an opportunity to explore specific areas of the NHS Jobs service. The Stakeholder Engagement team host the sessions and attendees can learn more about NHS Jobs product features and how they can be applied to specific recruitment tasks. The feedback received is shared with the NHS Jobs Product Owners team to help make the product more relevant and more capable of supporting current and future primary care needs.

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## [Training and support](#)

Here are some of the most frequently asked questions we received last month, along with the answers and guidance on where to find more information:

### **What can I do if I'm unable to login to my NHS Jobs account?**

To login to your organisations account, a Super User must have created an account for you. Once created, you will receive a link via email to set up your password.

The correct webpage to login to your employer account is:

<https://www.jobs.nhs.uk/employer/auth/login>.

You can reset your password by selecting 'Forgot your password?' on the login page.

If you input the incorrect password 3 times, your account will lock for 20 minutes before you can attempt to login again.

Further guidance on what to do if you are unable to login to your NHS Jobs employer account can be found on our Frequently Asked Question: [What can I do if I'm unable to login to my NHS Jobs account?](#)

### **What is rolling recruitment?**

Rolling recruitment allows you to score, shortlist and complete all stages of recruitment for current applicants whilst leaving the job listing open to new applicants.

To set up rolling recruitment, you will need to create a new job listing and have more than one application. The option to set up rolling recruitment is only available in a 'Published' recruitment stage and won't be available for re-used job listings.

Further information on rolling recruitment can be found on our Frequently Asked Question: [What is rolling recruitment?](#)

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## **[Help and support](#)**

To help you get the most out of NHS Jobs, employers can:

- search FAQs via the [NHS Jobs Knowledge Base](#)
  - access user guides and additional support at: [Help and support for employers](#)
  - watch bitesize tutorial videos on the [NHS Jobs YouTube channel](#), and select the bell icon for future notifications
  - complete eLearning courses at: [NHS Jobs employer eLearning](#)
  - request instructor-led online training sessions at: [NHS Jobs employer training sessions](#)
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## Thanks for reading

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

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